Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160102-7

Classification

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Military Status Information

2. TYPE OF REPORT: [ ] STATISTICAL [ ] NARRATIVE [x] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [x] PERSONNEL [ ] LOGISTICS [ ] MEDICAL [ ] TRAINING [ ] SECURITY [ ] FINANCE [ ] ADMIN. GENERAL [ ] OTHER (specify)

4. NO. OF COPIES PREPARED: 3

5. FREQUENCY (weekly, monthly, quarterly, etc.): monthly

6. DISTRIBUTION (No. of components not number of copies): ■ /

7. FORMAT (memorandum, form computer print-out, etc): computer

8. ADP PROCESSING: [x] YES [ ] NO — IF YES GIVE ADP PROCESSING NO. 306A

9. DIRECTIVE AUTHORITY REQUIRING REPORT: Ex. Dir-Compt memo, 24 Sept 1968

10. PREPARING COMPONENT (Include lowest level contributing information to report): CPD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

OCS cost -	.03 per page - 12		$ .36	12	$4.32
			TOTAL COSTS PER YEAR		

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provide basic information required to manage and control Agency non-staff personnel. First report December 1968, Executive Director-Comptroller established requirement.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[x] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS

16. DATE OF INVENTORY: 9 October 1970

NG INFORMATION

Chief, Contract Personnel Division

18. EXTENSION [ ] STAT

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FORM 11-2 (22-36-43)